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May 1, 2014

**Addendum No. 1  
REQUEST FOR BEST AND FINAL OFFER (BAFO)  
to**

**For the Request For Proposals (RFP)  
For Workstation, Office, Public Space And Ancillary Furniture And Installation  
For The  
Regional Agency Headquarters Facility  
At 375 Beale Street, San Francisco  
Dated January 17, 2014**

Dear Dealer:

STEVE HEMINGER  
*Executive Director*

ALIX BOCKELMAN  
*Deputy Executive Director, Policy*

ANDREW B. FREMIER  
*Deputy Executive Director, Operations*

The Bay Area Headquarters Authority (BAHA) invites your firm to submit a Best and Final Offer (BAFO) to provide and install workstation and office, public space and other ancillary furniture for the Regional Agency Headquarters Facility at 375 Beale Street, San Francisco, as described in the RFP dated January 17, 2014. Your BAFO should be based on the revisions to the RFP described in this Addendum No. 1, taking into consideration also the discussions held with BAHA's evaluation panel and the list of questions provided as an attachment to this Addendum. Exceptions to the provisions in this Request for BAFO shall render proposals conditional and shall be grounds for rejection.

**BAFO Format and Due Date**

Your BAFO must include the following:

- "Red-lined" revised proposal, with all changes to your original proposal indicated by revision text or strike-out. Please submit ten (10) bound copies and one electronic .pdf version.
- Revised Proposal (BAFO) with all changes accepted. Please submit one (1) unbound original BAFO and one electronic .pdf version.

You may, in addition and at your option, provide a summary of, or a key to, major substantive changes. Your BAFO should include a statement that it is a binding offer for one hundred twenty (120) days from the submission of the BAFO. Please submit your BAFO to the following address:

*BAHA is a joint powers authority between the Metropolitan Transportation Commission and the Bay Area Toll Authority.*

Teri L. Green  
Bay Area Headquarters Authority  
Joseph P. Bort MetroCenter  
101 - Eighth Street  
Oakland, CA 94607-4700  
[tgreen@mtc.ca.gov](mailto:tgreen@mtc.ca.gov)

**Your BAFO must be received by 4:00 p.m. on Wednesday, May 7, 2014. BAFOs received after that date and time will not be considered.**

This Addendum No. 1 modifies the Request for Proposal (RFP) to provide and install workstation and office, public space and other ancillary furniture for the Regional Agency Headquarters Facility at 375 Beale Street, San Francisco as follows. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*.

BAFO Item	Reference	Change(s)						
1.	RFP, II. <u>Scope of Work, Period of Performance, and Budget, B. Period of Performance,</u> Page 2	BAHA expects to award a ten (10) year Agreement with the selected Dealer team with the work to commence on or about <del>May</del> <i>June/July</i> 2014 with the furniture procurement process, including installation, completed on or before <del>March</del> <i>August</i> 2015. At BAHA’s sole option, the contract may be extended for up to two (2) additional five year periods.						
2.	RFP, II. <u>Scope of Work, Period of Performance, and Budget, C. Budget,</u> Pages 2-3	BAHA has budgeted approximately <del>\$5</del> <i>\$4.5</i> million for the procurement of new furniture for the initial move-in. The anticipated installed cost of desking, conference, filing and seating drawn from the manufacturer’s primary lines is approximately <del>\$3.8</del> <i>\$3.5</i> million and installed cost for open-line public space and ancillary furniture will be approximately <del>\$1.2</del> <i>\$1</i> million. Additional funding for subsequent purchases will be allocated within the annual budget, subject to annual approval by BAHA’s governing body. BAHA’s projected budget for total pricing of Prototype(s) included as Appendix B-2 is \$3,150 for workstation and \$3,875 for private office (exclusive of seating).						
3.	RFP, IV. <u>Dealer Selection Timetable,</u> Page 3	<table><tr><td><del>Week of March 31, 2014*</del> <i>May 7, 2014</i></td><td>Deadline for receipt of Best and Final Offers (if requested)</td></tr><tr><td><del>April 2014*</del> <i>May/June 2014</i></td><td>BAHA approval of selection of Team</td></tr><tr><td><del>May 2014*</del></td><td>Agreement executed</td></tr></table>	<del>Week of March 31, 2014*</del> <i>May 7, 2014</i>	Deadline for receipt of Best and Final Offers (if requested)	<del>April 2014*</del> <i>May/June 2014</i>	BAHA approval of selection of Team	<del>May 2014*</del>	Agreement executed
<del>Week of March 31, 2014*</del> <i>May 7, 2014</i>	Deadline for receipt of Best and Final Offers (if requested)							
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<del>May 2014*</del>	Agreement executed							

		<table><tr><td>June/July 2014</td><td></td></tr><tr><td><del>March 2015*</del> July/August 2015</td><td><del>Installation Completion</del> Installation Period Completion</td></tr></table> <p>*Dates are approximates and are subject to change.</p>	June/July 2014		<del>March 2015*</del> July/August 2015	<del>Installation Completion</del> Installation Period Completion
June/July 2014						
<del>March 2015*</del> July/August 2015	<del>Installation Completion</del> Installation Period Completion					
4.	RFP, VI. <u>Form of Proposal</u> , Item M, <u>Pricing</u> , Page 8	<p><b>M. Pricing:</b> Provide outline specifications and line-item pricing for the solutions submitted in Item L, above. All information must be labeled and formatted to correspond to materials requested in Item L above. BAHA’s projected budget for total pricing of Prototype(s) included as <i>Appendix B-2</i> is \$3,150 for workstation and \$3,875 for private office (exclusive of seating).</p> <p>Note: Proposers are required to clearly distinguish between furniture unit pricing and professional services costs directly related to resources required to successfully complete design, manufacturing, field management and post-installation phases. Pricing should include all dealer overhead and administrative costs exclusive of delivery, freight, installation and taxes.</p> <p><i>Professional Services Fees: Proposers should clarify in their proposals the hourly rate and number of assumed hours included in the proposal specifically for the development of the prototype solutions (550 Workstations/offices). Clarification should include breakdown of total design and project management hours, total hourly rates, and total combined cost. The clarification should specify the hourly rate if total combined hours are exceeded.</i></p>				
5.	RFP, VI. <u>Form of Proposal</u> , Item N, <u>Discounting schedule for Manufacturer’s Primary Lines and proposed dealer mark-up</u> , Add New Paragraph, Page 8	<p><b>N. Discounting schedule for Manufacturer’s Primary Lines and proposed dealer mark-up:</b> Provide a thorough discounting schedule for all products to be made available from the manufacturer’s primary lines and those of their partnership companies. Duration of discounts offered, minimum orders, incentives or discounting indexed to size of orders and any similar details will need to be clearly stated. In addition, clearly state your proposed percentage of mark-up (profit) to be added to the manufacturer’s unit price. It is currently anticipated that the scope of product drawn from the manufacturer’s primary lines will comprise approximately 80% of the unit cost of the furniture budget.</p>				

		<i>Extension of discounting schedule, mark-up, service costs and open-line agreements will be requested for a period of no less than 18 months from completion of initial project install.</i>
6.	RFP, Appendix A-1, <u>Preliminary Scope of Work</u> , <u>Ongoing Support</u> , Deletion of 2 <sup>nd</sup> bullet point, Page 18	<u>Ongoing Support:</u> <ul style="list-style-type: none"><li>• Manufacturer/Dealer team will be expected to provide services and product when future orders or upgrades are undertaken.</li><li>• <del>Extension of discounting schedule, mark-up, service costs and open-line agreements will be requested for a period of no less than 18 months from completion of initial project install.</del></li></ul>

The remaining provisions of the RFP, dated January 17, 2014, remain unchanged and are incorporated into this Request for BAFO by reference.

Any questions concerning this addendum to the RFP should be directed to Teri Green, Project Manager, at (510) 817-5750 or [tgreen@mtc.ca.gov](mailto:tgreen@mtc.ca.gov).

Sincerely,



Andrew B. Fremier  
Deputy Executive Director, Operations